



Welsh Triathlon (WT)

Minutes of the Board Meeting

Held at 7.00pm on Wednesday 8th May 2013 at Sophia Gardens, Cardiff

Present: Dean Hardie (DH), Deborah King (DK), Will Thomas (WLT), Paul Whapham (PW), Mike Hughes (MH), Carwyn Williams (CW), Tom Roberts (TR), Beverley Lewis (BL), Dan Budge (DB), Joanne Nicholas (JN)

Item	Minute	Action
1.	Apologies for absence None received	
2.	Declarations of Interest None received	
3.	<p>Opening Remarks</p> <p>DH formally welcomed Dan Budge to the Board. DB has been co-opted to the Board as Director for Child Protection and Safeguarding and will be appointed at the AGM later in the year.</p> <p>DH also welcomed Darren Jones (Development Manager) Mollie Borg (MB) (Office Administrator) to the team.</p> <p>MB to take Board meeting minutes in the future. BL to attend as General Manager.</p> <p>DH thanked ML the departing Chair for the hard work and commitment he had shown in his short time with Welsh Triathlon. The Board agreed and expressed sadness at his departure but thanked ML for the strong position he had left them in.</p>	
4.	Minute of the previous meeting Minutes were accepted as correct	
5.	<p>Matters Arising</p> <p>Declaration of Interest Forms still to be posted on the website</p> <p>TR still to complete the Race Pack and to forward to PW</p> <p>IC meeting with BL Friday 10th May to hand over financial documentation. BL to review and prepare actions. BL can accept support as required from BTF.</p> <p>BL will circulate clear reporting guidelines for the next Board Meeting.</p>	<p>BL/MB</p> <p>TR</p> <p>BL</p> <p>BL</p>
6.	<p>Management Groups</p> <p>DH confirmed the a structure of the management groups and the essential members of those groups:</p>	

	<p>Strategy and HR: Chair, DK, CW, BL Governance: DK, DB, Fin Dir, BL Development: PW, MH, TR, DJ, BL Performance: WLT, RB, BTF – SM, BL</p> <p>Terms of Reference for these meetings to be finalised. DK to circulate that from the GMG</p> <p>DH reviewed progress on the Board Priorities List.</p>	<p>DK</p> <p>BL</p>
6.1	Strategy and HR	
6.1.1	BL agreed to draft a Strategy Document to circulate to the Board for comment and refinement.	
6.1.2/3	<p>The Director for Media and Marketing (CW) was now in place. CW was actively identifying sponsors. Discussions ongoing with BTF and Z3ROD. Social Media guidelines to be addressed. Roles and responsibilities to be addressed. CW along with DJ to look at the possibility of bringing in a media student placement. CW to finalise a marketing plan.</p> <p>Part of the website review is to create a club news section.</p> <p>BL to chase UM (BTF) for wetsuits for athletes.</p> <p>Clarification of branding on wetsuits required for CWG. TR mentioned ITU rules apply.</p>	<p>CW</p> <p>BL</p> <p>TR/DK</p>
6.1.4	CW was also reviewing the requirements with regards the Welsh language. WT now in a strong position moving forward with both CW and DJ fluent in Welsh. SW could provide help with the Welsh Language requirements if WT are proactive.	
6.1.5	Board appointment for Child Protection and Safeguarding now in place (DB) and meeting with Lead Officer (BL) Thursday 9 th May. Two new staff members also in place.	
6.1.6	The Board Induction Plan was in place though some supporting documentation still to complete. DB will be the first Director to go through the complete process.	
6.2	Governance	
6.2.1	<p>Review and amendment of Articles-ongoing discussion with BTF</p> <p>It was agreed by the Board at the first meeting post AGM to change President to Director for External Affairs. DH queried this change but it was unanimously upheld by the Board and DK will look into the procedure and timings for making this change.</p> <p>BL representing WT at a HN forum 15th May to discuss Governance issues.</p>	<p>DK</p>

	Legal representation is now in place on an ad hoc basis with Dolmans in Cardiff through the Legal Panel Framework set up for sports by the Sports and Recreation Alliance.	
6.2.2/3	Self Assurance action plan ongoing and risk arrangements reviewed and a risk register in place.	
6.2.4	BL and DB meeting 9 th May to progress	
6.2.5	IC handing over Friday 10 th May to BL reporting structure to be picked up from then.	
6.2.6	Ongoing considerations of the development of alternative income streams	
6.3	Performance	
6.3.1	The Talent Academy Performance pathway restructuring going ahead. Two regional head coaches had been appointed – Roy Healey (North) and Chris Goulden (South). WLT was delighted with the quality of these new appointments. The new structure should be in place by September this year. The structure as well as bringing on young talent from the clubs will also have the means to bring in older talent where identified.	
6.3.2	Meetings with WT and Laura Macey (CWG Team Manager) had taken place and the needs of the elite athletes and the selection was in hand.	
6.3.3	WLT, RB and BL had met with the two Cardiff Universities to progress the Performance ‘hub initiative’. WLT to discuss the name of this centre with BTF but the Board preference was ‘Cardiff Triathlon Performance Centre’.	
6.4	Development	
6.3.1	The Club Forums had taken place and the results were reported and had been communicated to all WT members by email. The results reinforced the Development Priorities already identified through the consultation process. The forums will re run in the autumn. Tri-Star series required presence from the Board and WT visibility. MB has circulated an attendance sheet for Board availability. KOS Swansea plans well advanced. KOS Mold date now in doubt as problems at the school leisure centre. DJ working to find a suitable date.	
6.3.2	Development of the membership package continues. Discussions are now required with the other HN and BTF and WT are seeking to progress this area as a priority.	
6.3.3	TR Officials report was taken as read.	

7.	<p>Board Recruitment</p> <p>DK to revisit the job description for the Director of Finance in the light of the increased staff resources available for the day to day running of the finances. CW had two possible candidates for the post dependant on the workload of the post.</p> <p>The Chairman's position to be re-advertised in the usual areas.</p>	<p>DK</p> <p>BL</p>
	<p>AOB</p> <p>WT have agreed to follow the Self Assessment Tool being developed by SW.</p> <p>MH asked for consideration of official presence of WT at Ironman Wales. WT will have presence at the British Festival weekend in Liverpool.</p> <p>BL asked for consideration of WT allocation of ticket numbers for the CWG. These would not be free WT would need to purchase.</p>	
7.	<p>Dates and Venue of Board Meeting</p> <p>The next Board Meeting is the 2nd July 7:00pm, SW</p>	